Part One: Creating your Profile
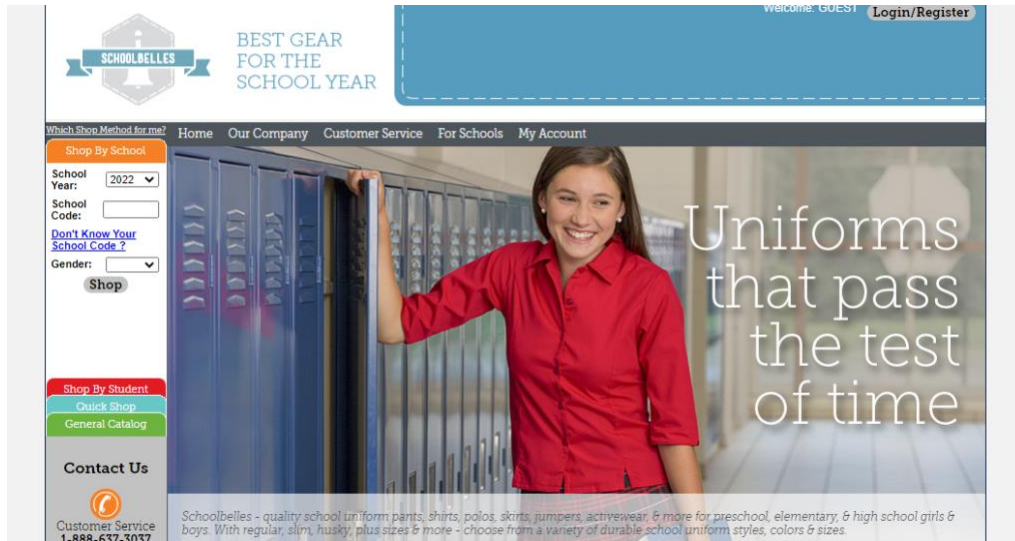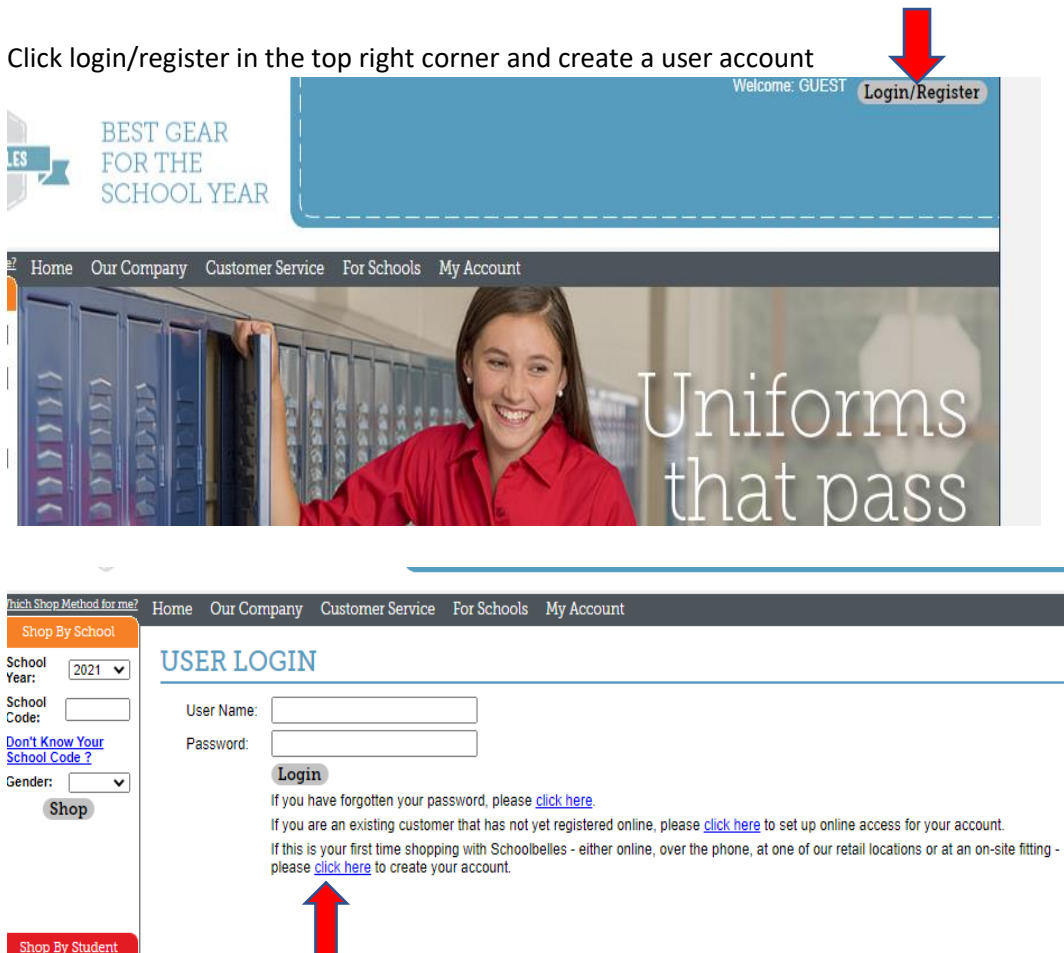
1. Go to www.schoolbells.com

2. Click login/register in the top right corner and create a user account

3. From there you will be instructed to enter your information:

NEW CUSTOMER REGISTRATION

If you have registered online already, please click here to login.
If you have forgotten your password, please click here.
If you are an existing customer that has not registered online, please click here to setup online access for your account.

|	
Email	
User Name *	
Password *	
Verify Password *	
Name (First and Last) *	
Address 1 *	
Address 2	
Address 3	
City *	
State *	Select a State
Zip *	
Country *	United States of America
Phone Number 1 *	
Phone Number 2	
Phone Number 3	

You will be returned to your shopping after clicking on the 'Add User' Button below.

Clear Form   Add User

4. After creating a your account, you will add your students to your account, to do so click on "**my account**" and then click on "**manage students**"

5. Next, you click on "**create a new student**" and can add your child(ren) to your profile:
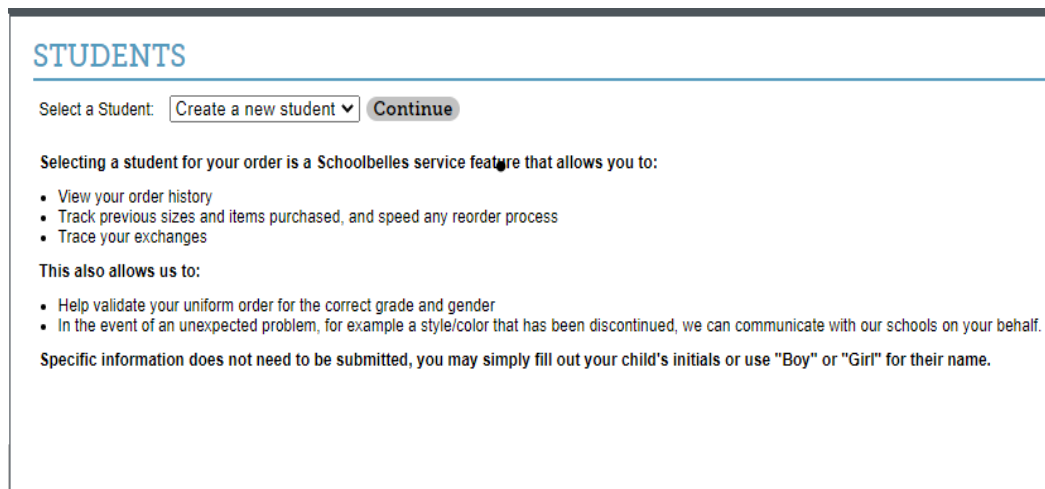
6. From there, you would add your child(ren)'s information on at a time. The school code is: s3006

EDIT STUDENT INFORMATION

Selecting a student for your order is a Schoolbelles service feature that allows you to:

- View your order history
- Track previous sizes and items purchased, and speed any reorder process
- Trace your exchanges

This also allows us to:

- Help validate your uniform order for the correct grade and gender
- In the event of an unexpected problem, for example a style/color that has been discontinued, we can communicate with our schools on your behalf.

Specific information does not need to be submitted, you may simply fill out your child's initials or use "Boy" or "Girl" for their name.

Last Name: [ ]

Middle Initial: [ ]

First Name: [ ]

School Code: [S3006]   THE GENIUS SCHOOL
Don't Know Your School Code?

Gender: ○ Boy ○ Girl

Grade: [Please select one... ∨]

Add

Once this is completed, your are now ready to shop!

Part II: Placing your order

7. Next, enter the school code: **s3006** and select **gender**, then click shop (one the left side of the screen)
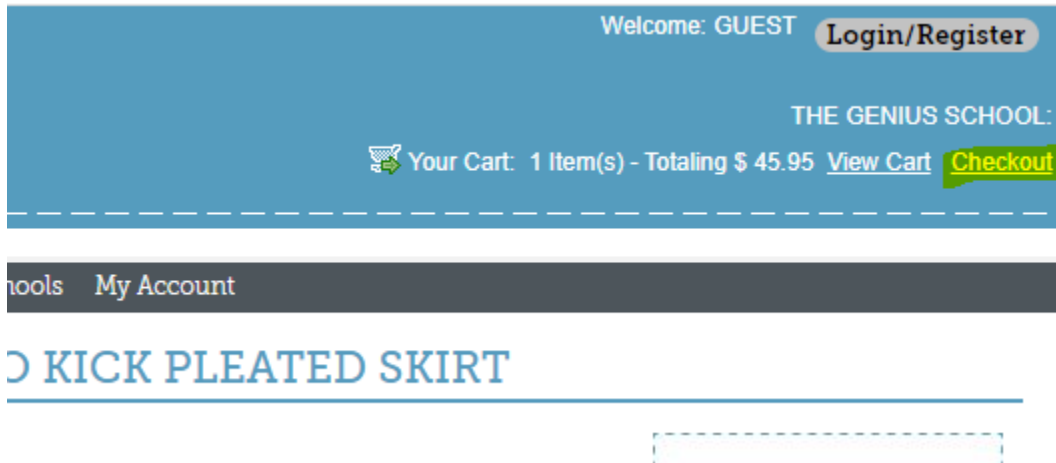

8. Click on the items that are required to be purchased from Schoolbelles (other items you can purchase from a store of your choosing-please refer to The TGS Uniform policy):

9. Click on the appropriate box and make your selection: size and quantity:
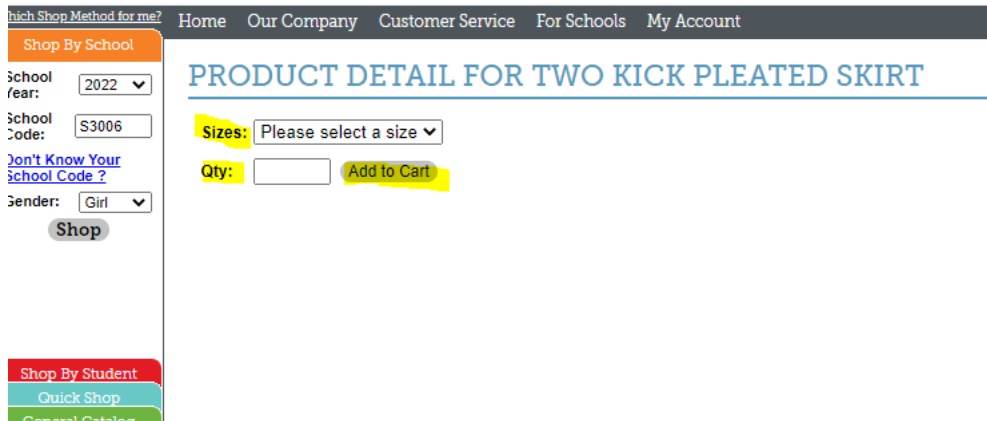
10. After adding all selected items, click "checkout":

11. After reviewing your cart for accuracy, click proceed to checkout:

SHOPPING CART

This is your current order:

- All face masks and coverings are final sale and cannot be returned or exchanged.
- **"In Production"** - That line will be available to ship as follows:
  Manufactured items (plaid & polyester jumpers, skirts and vests) - *2-3 weeks (You may experience longer than normal lead times during the Back-to-School season)*
  Blank items (plain merchandise with no monograms or logos) - *1-2 weeks (Some back orders may temporarily experience longer delivery times)*
  Custom monogrammed items (merchandise with an embroidered school monogram or an applique design) - *1-3 weeks* *(You may experience longer than normal lead times during the Back-to-School season)*
  Custom heat-screened items (merchandise with a screened school logo) - *1-3 weeks* *(You may experience longer than normal lead times during the Back-to-School season)*
  *Pending blank item availability for customization, some back orders may temporarily experience longer delivery times.
- **"In Stock"** - That line is available to ship.
- **Requesting a partial shipment** - Schoolbelles ships orders once they are complete, however you may call our customer service department to request a partial shipment, if some of your items are in stock. During the Back-to-School season, please allow up to 5 business days for your request to be processed.

*To add a new student or update present student profiles please go to My Account or click here.
To delete an item, change the quantity to 0, and click on the "Change Order" button.

Qty	Item#	Item Description	Student ?	Unit Price	Line Total
1	1521717100800000	1521/7171/0000/4 Two Kick Pleated Skirt In Production	Brown, Jane	~~45.95~~ 36.76	36.76
				Total	36.76

Change Order   Continue Shopping   Proceed to Check Out

OUR COMPANY   CUSTOMER SERVICE   FOR SCHOOLS

12. From there you would enter your payment details (including credit card or debit card information) and click "**checkout**" at the bottom right of the page to complete your order.

View Order   Continue Shopping   Check Out

Once you have checked out, you are all done!